Job Guides

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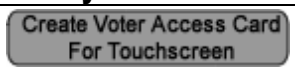
Check-In Job Guide – Electronic Ballot

	Action
Check in a Voter	**DO NOT ASK FOR ID UNLESS INDICATED BY POLLBOOK!!**
	1. **Ask "What is your name?"** Voter's name will display at the top of the screen as the name is entered. (Use the **4 – 3** method – enter first **4** characters of the voter's last name and the first **3** characters of the voter's first name. Do not use apostrophes or hyphens. Once the name is found, no need to enter remaining letters.)
	2. **Tap on the name entry for this voter**. The Voter Record will be displayed.
	3. **Ask "What is your address?" AND "What is your month & day of birth?"**
	4. Primary Election only: Discreetly ask **"What is your party affiliation?"**
	5. If all information agrees, **tap** button. The "Select Ballot" screen is now displayed. *Note: If information does not agree, determine whether to use Voter Update Form or issue a Provisional Ballot. If issuing a Provisional Ballot, continue on reverse of this Guide.*
	6. Discreetly ask if voter has any special needs or requires any assistance.
	7. **Tap**  button. Screen changes to "ISSUE VOTER CARD" and the prompt "INSERT CARD INTO SLOT" is displayed. A green light will be blinking on the right side of the Pollbook where the card is to be inserted.
	8. **Insert card into slot.** If the message appears that the card has not been voted, call a Chief Judge to record this incident in the Chief Election Day Log. When Chief Judge authorizes, click "OK" to continue.
	9. When the card has been encoded, the message "CARD WRITTEN OK REMOVE CARD FROM SLOT" appears on the screen. **Do NOT** remove Voter Access Card from Pollbook at this time. A *Voter Authority Card* (paper) is automatically printed. **Tear it off and place it on the table facing the voter.**
	10. Ask the voter to **verify** their personal information and **sign** the *Voter Authority Card*; then write your initials in the space provided**. Remove the Voter Access Card from Pollbook.**
	11. Give the voter both the Voter Access Card and the paper *Voter Authority Card*. Direct the voter to the Voting Unit Area.
Forms	
Voter Update Form	**Purpose:** To change or correct name, address, party affiliation, record ID, or report death. **Action:** Judge completes top section (*Voter Information*). Voter completes applicable sections and signs as necessary. A Chief Judge takes completed form to place in the brown document jacket.
Orange Voter Authority Card – Provisional Voting	**Purpose:** Voter is not listed in the Pollbook. Call Chief Judge. **Action**: Judge completes front of form (at Check-in or Provisional table.) • Have voter verify information and sign front and back of form, then judge initials the form. • The voter takes the completed form to Provisional table.
Unofficial Turnout Report	The information for this report is found at the bottom of the Pollbook screen (DEM, REP, NON, TOT). Use the number next to DEM for **Democrats**, REP for **Republicans** and NON for all **Others**.

Check-In Job Guide – Provisional Ballot

Action
1. After determining the voter must vote provisionally, tap the "**Issue Provisional Ballot**" button. The "**Select Ballot**" screen will appear.
2. Tap on the "**Select Ballot Reason**" button to access a drop-down menu of provisional ballot reason codes. Select the appropriate provisional ballot reason code. (NOTE: if there is more than one reason the voter must vote provisionally, enter the additional reason(s) manually in Step 4.)
3. Tap "**Issue Provisional Ballot**" button. The *Provisional Voter Authority Card* will print. (NOTE: the provisional voter does not receive a plastic Voter Access Card.)
4. If there is an additional reason the voter must vote provisionally, write the appropriate reason code beside the printed reason code (found between the two lines of asterisks) on the *Voter Authority Card*.
5. **Ask the voter** to **verify** their personal information and **sign** the *Voter Authority Card*; then write your initials in the space provided**.**
6. Give the *Voter Authority Card* to the voter. Direct voter to Provisional area.

Check-In Job Guide – Special Situations

Problem	Action
Cannot find voter using 4-3 method	Tap the "**Search State**" radio button. If voter is in State roster, but not in precinct roster, name will appear. Voter may be directed to home precinct to vote electronically or may vote a provisional ballot.
Cannot find voter in State roster	Tap the "**Find by Address**" tab.
Voter is not in State roster	Summon a Chief. Chief may issue *Orange Voter Authority Card*.
Voter's personal information is wrong	Obtain *Voter Update Form*: • **To correct clerical error** in name, address, or birth date, judge completes top section "Voter Information", including voter ID number. Voter need not sign. Voter votes electronically. • **To change** name, address (if moved less than 21 days ago), judge completes top section "Voter Information", including voter ID number. Voter must sign form. Voter votes electronically.
Voter moved more than 21 days ago	Voter must vote a provisional ballot.
Voter reports a death	Obtain *Voter Update Form*. Judge completes "Voter Information" section at top, voter completes "Death Notice" and "Signature of Voter" sections on *Voter Update Form*.
Voter status is "Inactive"	If voter signs "Affirmation of Residency" on Voter Authority Card, voter may vote electronically. If not, voter must vote a provisional ballot.
Voter status is "Show ID"	If voter can provide acceptable ID, voter and judge complete *Voter Update Form* and voter votes electronically. If voter can not provide acceptable ID, voter must vote a provisional ballot.
Voter status is "Pend 1", "Pend 2", "ABS", "Prov", "TS Issued", or "Voted Early"	Voter must vote a provisional ballot.
Voter claims different party (primary election)	Voter must vote a provisional ballot for claimed party.
Extended hours	All voters must vote a provisional ballot.

Provisional Ballot Chart

NOTE: *The orange* ***Voter Authority Card – Provisional Voting*** *form should be used only when voter is not found in the state register. All other times, the* ***Provisional Voter Authority Card*** *must be printed from the Pollbook.*

Situation	Reason	Check-in Action	Provisional Reason Code
Voter not in precinct	Unable to determine	• Issue ***Provisional Voter Authority Card*** from Pollbook	**1**
Address Change	Moved 21 days or more	• Issue ***Provisional Voter Authority Card*** from Pollbook	**2**
Change political party affiliation	Voter claims a different party affiliation (primary election only)	• Issue ***Provisional Voter Authority Card*** from Pollbook	**3**
Pollbook flag **"ABS"**	An Absentee ballot sent to voter	• Issue ***Provisional Voter Authority Card*** from Pollbook	**4**
Pollbook flag **"Card Issued"**	A Voter Authority Card has already been issued for this voter	• Issue ***Provisional Voter Authority Card*** from Pollbook	**4**
Pollbook flag **"PROV"**	A Provisional Voter Authority Card already issued for this voter	• Issue ***Provisional Voter Authority Card*** from Pollbook	**4**
Pollbook flag **"Voted Early"**	Voter has voted during Early Voting	• Issue ***Provisional Voter Authority Card*** from Pollbook	**4**
Pollbook flag **"Show ID**"	Unable to provide acceptable ID at Check-in	• Issue ***Provisional Voter Authority Card*** from Pollbook	**5**
Pollbook flag **"Pend1"**	Voter Registration Application is pending & needs to show ID	• Issue ***Provisional Voter Authority Card*** from Pollbook	**6**
Pollbook flag **"Pend2"**	Voter Registration Application is pending & needs to show DL# or SSN	• Issue ***Provisional Voter Authority Card*** from Pollbook	**7**
Voter's identify has been formally challenged	Unable to provide acceptable ID	• Issue ***Provisional Voter Authority Card*** from Pollbook • Refer to Chief Judge	**8**
Voter not in the state register	Unable to determine	• Complete **Voter Authority Card –Provisional Voting (Orange VAC)**	**9**
Extended voting hours or other	Court Ordered or other	• Direction will come from Chief Judge	**10**

Voting Unit Job Guide

Voting	Action
	1. Ask the voter "Are you ready to vote?"
	2. Ask the voter for their ***Voter Authority Card*** (paper). Ensure that it is signed and the Check-in Judge has initialed the form.
	3. Ensure that the voter has a **Voter Access Card** (plastic).
	4. Escort voter to an available Voting Unit.
	5. Inform voter of the **2 minute time out** and **discreetly ask if voter has any special needs or requires any assistance.** If the voter requests assistance, see "Special Needs" section on reverse.
	6. Listen to hear the click when the **Voter Access Card** is inserted into the Voting Unit. **Note: In the Primary Election, ensure that the proper party ballot is displayed.**
	7. Ensure that the voter can begin voting before you leave the Voting Unit.
	8. Initial the ***Voter Authority Card***, write the Voting Unit number on it and deposit it in the envelope attached to the Voting Unit.
	9. Advise Voter to return plastic **Voter Access Card** when finished voting.
Forms	
Voting System Integrity Report Part 2	**Purpose:** Completed if a Voting Unit has a problem which requires removal of tamper tape. **Action:** If tamper tape is removed, the Chief Judge must update the form.
Voting Unit Problems	
Voting Unit Timed Out	**Reason:** Two (2) minutes of screen inactivity. **Action:** • Instruct voter to remain at Voting Unit • Chief Judge verifies that card has not been voted • Chief Judge re-encodes **Voter Access Card** • Voter begins the voting process again
Voting Unit Technical Problem	**Reason:** Voting Unit is not functioning properly. **Action:** • Instruct voter to remain at Voting Unit • Contact Chief Judge

Voting Unit Job Guide Continued

Special Needs	
Voter has an assistant	• Ask voter/assistant to complete Voter Assistance Form. • Collect completed ***Voter Assistance Form*** and give to a Chief Judge to place in Voter Assistance Envelope. • Assistant helps voter with voting.
Voter has no assistant & requests assistance	• Two Judges of different parties must assist voter. • Judges complete ***Voter Assistance Form*** and give to a Chief Judge to place in Voter Assistance Envelope. • Judges help voter with voting.
Voter Needs to be seated to vote	• Escort voter to the table-top Voting Unit.
Voter requires **LARGE** type screen	• Judge assists voter in finding and using the Large Type button on the Voting Unit's touchscreen Instruction Page. • If still not readable, Judge obtains magnifying sheet from the Chief Judge or the Provisional Table.
Voter requires Audio Ballot	• Voter cannot read enlarged/magnified touchscreen. • Chief Judge must re-encode the Voter Access Card for use in a VIBS Voting Unit • Escort voter to an available VIBS Voting Unit and instruct in its use.
Etiquette in Voting Area	
Children and other non-voters at Voting Unit	• Children age 17 or under may accompany the voter to the Voting Unit. • Anyone age 18 or older not expressly prohibited must complete the ***Voter Assistance Form*** in order to accompany a voter to a Voting Unit.
Behaviors	○ **Allowed:** Voters are permitted to use printed materials to aid in their ballot choices. ○ **Not Allowed:** • Communication with others at the Voting Unit. • Disruptive behavior. • Electronic devices.

Provisional Voting Job Guide

Voting	Action
	1. Obtain document from voter. Will be either: • *Provisional Voter Authority Card* generated by the Pollbook **- or -** • orange *Voter Authority Card – Provisional Voting* form **Note:** Make sure that the VAC printed from the Pollbook has *"Provisional Ballot*" printed near the top between two rows of asterisks. If not, contact Chief Judge.
	2. Inform voter of the possible result of casting their provisional ballot using "*What to Tell the Voter"* (on the reverse of this Job Guide).
	3. Tear off Provisional Ballot Application Instruction Page and ask the voter to read it completely. ****Direct voter's attention to the contact information (bottom of back side). They may check 10 days after the election to learn whether their vote was accepted.**
	4. Locate the "For Official Use Only" line on the back of the *Provisional Ballot Application.* Write **Voter ID Number** directly above. There is no designated space on the form. (The Voter ID# is located below "DOB" – Date of Birth on Voter Authority Card.)
	5. Complete "**Election Judge"** section on back of the *Provisional Ballot Application*. • check reason code(s) • if ID is required (Reason Code 6 or 7), record the type of ID the voter provided and record information in Box 6a or 6b of application • enter district/precinct number (if not pre-printed) • enter ballot style issued: BS1, BS2, BS3, BS4, BS5, BS6, or BS7. • initial box for Election Judge
	6. Provide the following direction to the voter for completing the *Provisional Ballot Application* : • ***Completely fill out and sign Part I and Part II*** • ***Do NOT detach the application from the envelope.***
	7. Review completed *Provisional Ballot Application* to verify the voter has completed and signed both Part I & II of the application **before** giving the voter a provisional ballot.
	8. Record the ballot sequence number (found on the ballot stub) on the *Provisional Voter Authority Card* near the two rows of asterisks. Initial Provisional VAC in the space provided (under the Check-In Judge's initials).
	9. Place *Voter Authority Card* in the Provisional Voter Authority Card Envelope.
	10. Fold ballot along pre-fold markings, place ballot in application envelope, and give the voter a No. 2 pencil to complete the ballot behind the privacy screen.
	11. Direct voter to the privacy area / screens to ensure privacy during voting. **Note:** If voter makes a mistake on the ballot, see ***Spoiled Provisional Ballot*** instructions on reverse.
	12. Instruct voter to refold completed ballot, insert into the envelope and seal the envelope.
	13. Direct the voter to place Provisional Ballot Application envelope in locked Orange Provisional Ballot Bag.
Forms	
Ballots	**Purpose**: To record a voter's choices. **Action**: Provide voter with the correct ballot. In General election all voters in a precinct receive the same type of ballot; however, in the Primary Election there are three types of provisional ballots: 1. Democrat – white header 2. Non-Partisan – yellow with white header 3. Republican – pink header

Provisional Voting Job Guide Continued

Spoiled Provisional Ballot	**Reason**: Voter has made an error on their ballot **Action**: 1. Instruct voter to ***over-vote*** every contest in which they made a selection. Voter may have up to three ballots. 2. Write **"*Spoiled*"** on the ballot 3. Locate *Voter Authority Card* for this voter and draw a line through the ballot sequence number. 4. Issue voter a replacement ballot and record new ballot number on *Voter Authority Card*. 5. Record the ballot sequence number of the spoiled ballot on the front of the Spoiled Provisional Ballot Envelope. Place the spoiled ballot in the Spoiled Provisional Ballot Envelope. 6. Place the revised *Voter Authority Card* in the Provisional Voter Authority Card Envelope.
Spoiled Ballot Envelope	**Purpose**: To collect and account for all spoiled provisional ballots. **Action**: If a ballot is spoiled, complete proper column on envelope and place spoiled ballot in the envelope.

WHAT TO TELL THE VOTER

REASON	TELL THE VOTER
#1	If you are not in the correct election district or precinct and choose to vote a provisional ballot here instead of going to your correct precinct, **only** those contests that would appear on the ballot issued at your correct precinct will be counted.
#2	• If you are in the correct precinct for your new address, your ballot will be counted. • If you are not in the correct precinct for your new address and choose to vote a provisional ballot here instead of going to your correct precinct, only those contests that would appear on the ballot issued at your correct precinct will be counted.
#3 (Primary Election only)	Your provisional ballot will be counted if the local board of elections determines that you are registered with the party affiliation that you claim and the party affiliation listed in the precinct register was incorrect due to clerical error.
#4	Your provisional ballot will only be counted if you did not vote by absentee ballot or have not previously voted.
#5	In order for your provisional ballot to be counted, the local board of elections must receive the required identification **before** the canvassing of provisional ballots, which begins on the 1st Monday after the election.
#6	• If you present acceptable identification now, your ballot will be counted. • If you do not provide acceptable identification to the local board of elections **before** the canvassing of provisional ballots, your ballot will not be counted.
#7	• If the local board of elections can verify the number you provided in either Box 6a or 6b, you will be registered to vote and your ballot will be counted. • If you check Box 6c, you will be registered to vote, and your ballot will be counted. • If you do not complete any box in section 6 before the canvassing deadline, or the number you provided could not be verified, you will not be registered to vote and your ballot will not be counted.
#8	Your provisional ballot will be counted if the local board of elections determines that you are the registered voter you claim to be and are otherwise eligible to vote. You should provide an acceptable form of identification to the local board of elections **before** the canvassing of provisional ballots, which begins on the 1st Monday after the election. **The Chief Judge will administer the *Affidavit by Challenger* and the *Affidavit by Challenged Voter.***
#9	If you are not registered, your ballot will not be counted; however, your provisional ballot application will serve as a voter registration application. Your application will be processed after the election.